

CHAPTER 1

THE SECURITY DEPARTMENT

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CHAPTER 1

THE SECURITY DEPARTMENT

0101. MISSION OF THE SECURITY DEPARTMENT. The security department fulfills not only a law enforcement requirement but is responsible for physical security and loss prevention as well.

a. The objectives of law enforcement are:

- (1) The protection of life and property
- (2) The enforcement of laws and regulations
- (3) The preservation of good order and discipline

b. By attaining these objectives, the security department will maintain a safe environment for command personnel, protect government property, and allow the command to perform its assigned mission.

c. Physical security and loss prevention matters are issued by reference (b).

0102. ORGANIZATION OF THE SECURITY DEPARTMENT

a. The commanding officer has the responsibility for the safety and security of the command. On installations with multiple commands, host/tenant agreements will define the specific responsibilities of law enforcement between the commands.

b. Law enforcement for an installation is the responsibility of the host/regional command. Commanding officers of tenant activities will retain those internal physical security responsibilities unique to their commands. Security officer duties are specified in references (b) and (c).

c. Commands/regions having a law enforcement and physical security mission will consolidate those functions in a single security department. The security department will be under the supervision of a security officer who will generally (though not in all cases) report to the regional commander or commanding officer as appropriate. The security officer is the principal staff officer to the command for law enforcement and physical security matters. For security departments having a total combined strength (military and civilian, including contract security personnel) of 100 or more persons an assistant security officer/operations officer should be considered for assignment to run the

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department's day to day operation. This allows the security officer to be available for command duties, program review and coordination with other base elements.

0103. FACILITIES

a. Due to its universal recognition, the word "Police" will appear on the exterior of the building to direct the public to the police desk.

b. Law enforcement related facilities should be located in an area of the installation that allows for free access by command personnel and others in need of assistance. Individuals with complaints or questions will be met at a "police desk" in a public area of the building. Access to the remainder of the security department facilities will be controlled.

c. In addition to the normal office spaces, the law enforcement facility should contain the following: A reception and waiting area; a police desk; communications area; interview rooms; conference and training area; secure stowage for evidence, weapons, and other valuable property; and a separate entry for employees and for individuals in custody.

0104. STANDARD OPERATING PROCEDURES (SOPS). Each security department will have written SOPS which will address department procedures and implementation of this instruction. Mandatory SOPS are specified in this manual as the subject is addressed.

0105. LAW ENFORCEMENT FUNCTIONS. The following are normal law enforcement functions of a security department:

a. Management. Plan, direct, and administer the security department; apply policies and directives prescribed by higher authority; provide advice and assistance to the commanding officer; review, verify, and approve reports; review and endorse incoming and outgoing correspondence; maintain liaison with other law enforcement authorities and military activities within the geographic area of responsibility; supervise law enforcement personnel; investigate accidents and incidents involving security personnel; establish and maintain command security education and awareness training programs; maintain crime prevention programs.

b. Administration. Process security department correspondence; maintain security files and records system documents; establish personnel recall rosters; maintain training records, equipment, supplies, and forms.

c. Patrol. Maintain protective presence to deter crime; respond to calls for assistance, alarms, and reports of criminal activity; enforce laws, regulations, and directives in areas of command jurisdiction; apprehend and process suspects, enforce traffic regulations; investigate traffic accidents; provide timely response to non-criminal service requests; provide escorts; provide information and assistance to persons in need.

d. Investigations. It is Department of the Navy (DON) policy to maintain cooperative

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working relationships between the Naval Criminal Investigative Service (NCIS) and naval commands/activities in the investigation and prosecution of crimes. Prompt referral of investigations and regular communications are keys to maintaining good working relationships. The security officer, together with the NCIS representative providing service to the command, will establish a case review process.

(1) The command investigator should seek to participate jointly with NCIS, when NCIS has assumed investigative responsibility, and when related to command business.

(2) All cases investigated by the security department will be documented with an Incident Report (IR).

(3) Liaison with other military and civilian law enforcement agencies by the local command will be per reference (d).

(4) Where the regionalization effort has been implemented, the investigative responsibility will fall upon the Regional Supervisory Investigator (RSI) with coordination between the RSI and the Regional Security Officer (RSO). In those instances where conflict between this instruction and the regionalization process should surface, the RSO and RSI must submit the issue to commanding officer for the region for resolution. Chief of Naval Operations (CNO) (N09N) must also be apprised of the issue for continuity of policy. Examples might be the storage of evidence, access to evidence lockers, chain of custody of evidence or carrying of weapons by regional investigators.

e. Special Operations. Conduct specialized law enforcement programs required by location/mission of the command, e.g., wildlife protection, animal control.

0106. AFLOAT LAW ENFORCEMENT

a. This instruction shall apply to masters-at-arms/security personnel aboard ship, except where it is evident that the policies and functions are not applicable to afloat commands. It should be noted, however, that some requirements may apply periodically, e.g., juvenile procedures may apply aboard during Visit Ship, family cruises, stowaways, etc.

b. A security officer (ODC 649X)/security technician (ODC 749X), when assigned, will report to the commanding officer via the executive officer, as discussed

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under reference (c). For ships without a security officer/technician, the Chief Master-at-Arms (CMAA) may be designated as the security officer.

0107. DISSEMINATION OF INFORMATION. Personnel shall treat the business of the security department as "For Official Use Only." Information regarding official business shall be shared only with those for whom it is intended under established security department procedures. The security officer will publish an SOP regarding removal, copying, sharing of official records, and other security department information.

0108. EMPLOYMENT OUTSIDE OF SECURITY DEPARTMENT. Personnel may engage in off-duty employment provided the following conditions are met and the off-duty employment is not otherwise in conflict with prevailing personnel regulations and directives:

- a. Such employment shall not interfere with the individual's duties as a member of the security department.
- b. The security officer shall approve the outside employment in writing, prior to such employment.
- c. The employment must have no hint of conflict of interest, either financially or by authority. Employment as a private investigator or bail bondsmen is prohibited. Employment as a private guard or watchman is allowed, providing there is no conflict with Navy law enforcement duties.
- d. Members of the security department may serve as regular/reserve civilian law enforcement officers so long as such service is in a personal capacity not involving the exercise of military authority, and does not interfere with their regular duties.

0109. TRAINING

- a. The training organization, Phase I, Phase II and in-service training are specified under reference (b). This training is mandatory and personnel will not be authorized to perform law enforcement duties without its satisfactory completion. Roll call is also a good forum for updating policy or conducting awareness training.
- b. To ensure adequacy of training, each security department should have an active field training officer program. In addition, security officers will review training records quarterly to ensure all personnel have received required training and immediately schedule personnel who are delinquent.

c. In addition to training specified in reference (b), law enforcement personnel will receive training in:

(1) crime prevention

(2) community policing.

d. Training available through the various agencies in the local civilian communities should be explored for use.

e. All security department personnel who operate emergency vehicles will receive the Department of Transportation Emergency Vehicle Operator Course (DOT EVOC), from a certified instructor, at least once every 3 years. The DOT EVOC curriculum is available from the Naval Safety Center; Code 42; 375 A Street; Norfolk, VA 23511-4399.